



Draft

WorkFirst Handbook – First Draft Issued 8/15/2003

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Legal References:

- [RCW 74.08A.404](#)
- [WAC 388-310-1900](#)
- *Public Law 104-193 Sec. 407*

What is the State/Tribal WorkFirst Contracting Initiative?

The State/Tribal WorkFirst Contracting Initiative is an improved method of contracting to provide WorkFirst services by federally recognized tribes of Washington State. The focus on performance-based contracting did not address capacity building needs and prevented many tribes from seeking WorkFirst contracts with the state. In addition, each of the state agency WorkFirst contracts had different application, reporting, and payment provisions, making it more difficult for tribes to manage.

Under the Initiative, tribes utilize a single state-agency/tribal WorkFirst agreement in partnership with DSHS, ESD, and OTED that accomplishes the following:

- Recognizes and promotes the government-to-government relationship between the state and tribes;
- Allows for infrastructure monies (for planning, design and developing) while maintaining performance criteria;
- Simplifies the application, reporting, and payment processes and breaks down contracting barriers between the state and tribes; and
- Recognizes tribes are the best entity to provide services to tribal members.

There are four Service Categories that contain all services to be offered for inclusion in tribal WorkFirst agreements. Those Service Categories are:

- **Job Preparation Service (funded by DSHS):** These are services a participant needs to enter the job market, like work experience, training, and issue resolution.
- **Job Placement Services (funded by ESD):** These services provide a combination of activities designed to help participants to become employed 20 hours or more per week.
- **Job Success Coach Services (funded by ESD):**

The State/Tribal WorkFirst Contracting Initiative was created to give WorkFirst participants the opportunity to receive WorkFirst services from their tribe. We do this to draw on the expertise of tribes and better meet the needs of participants.

Example: Dawn is a member of the Lummi Tribe and is approved for TANF on June 1. Lila, her case manager, tells Dawn that she can receive WorkFirst services from her tribe. Lila refers Dawn to the Lummi tribe with a full-time JT and IRP under the contractor code of PCW. Five days later, the tribe lets Lila know that Dawn has started full-time job search – so Lila changes the JT code to JS in e-JAS and changes the end date for the activity. Two months later, Dawn gets a job and continues to work with the Lummi Tribe to get Job Success Coach services.

These services focus on intensifying wage progression and job retention activities to increase participants' long-term attachment to the workforce.

- **Community Jobs (funded by OTED):** These services offer community-based job experiences and related support to participants encountering problems getting into the permanent job market.

DSHS coordinates all WorkFirst contracting activities between DSHS, ESD, OTED, and the tribe. The tribe and its WorkFirst partners negotiate contract terms together and meet regularly to assess outcomes.

Who needs state/tribal WorkFirst contract services?

We provide WorkFirst activities under the State/Tribal Contracting Initiative so participants can meet their requirements by working directly with the tribe. Many people will be more comfortable in this setting and make better progress in the program. This also allows us to draw on the expertise of tribes and better meet the needs of tribal members.

Any federally recognized Washington State tribe can enter into an agreement to provide WorkFirst services under the State/Tribal WorkFirst Contracting Initiative. Once an interest is expressed, agreement development discussions will begin between the tribe and state and regional state agency representatives.

As discussions progress, the group defines the population to be served under the agreement. You will need to look at the contract to find out whom to refer to the tribe for services. Your regional office can supply you with this information.

We currently have agreements with the following tribes:

- Upper Skagit Tribe
- Lummi Nation
- Nooksack Tribe
- Tulalip Tribe.

When can you add it to an IRP?

If you have a WorkFirst tribal contract in place in your area, you should offer tribal members tribal WorkFirst contracted services. These participants can go to other providers for services, but the tribal WorkFirst contracted services should be the first option offered to them and they should be strongly encouraged to take advantage of this opportunity.

When you refer a participant to a tribe for services:

- The tribe will work with the participant and provide all WorkFirst activities.
- You will probably not know which activities the client will be doing until you hear back from the tribe – so refer the client with a full-time “IT” code and IRP

refer the client with a full-time “JT” code and IRP template in e-JAS. (See the step-by-step guide for more details.)

- The IRP template will require the participant to do any combination of job search, job preparation, or community jobs that the tribe requires.
- The tribal nation will accept the referral in e-JAS and notify you of the participant’s specific Job Search, Job Preparation, and/or Community Jobs requirements.
- It will not be necessary to update the participant’s IRP unless you want to change the IRP review date.

e-JAS codes

Enter all component codes in e-JAS with the tribe’s contractor code, as follows:

- JT: Indicates that a participant is getting some combination of job preparation, job placement, job success coach, or community jobs/career jump services.
- JS: Job search, job placement, and/or job success coach services.
- CJ: Community Jobs or Career Jump services.

[WorkFirst tribal contracts – Step-by-step guide](#)

they want to change the IRP review date.

Resources



Related WorkFirst Handbook Sections

- [Job Search Overview](#)
- [Community Jobs](#)
- [Individual Responsibility Plan](#)
- [Resolving Issues Overview](#)

Other Resources

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